

RICHLAND-LEXINGTON AIRPORT DISTRICT
Commission Meeting
February 10, 2025 @ 3:00 pm
Carolina Room
Draft Minutes

Attendance

Anton Gunn, Chair; Carol Fowler; Dan Bell; Duane Cooper; Breon Offord; Hank Jibaja; Jim Wellman; LaJoia Broughton; Chappelle Broome-Stevenson; Tripp Jones; Steve Benjamin

Absent

John Folsom

Staff

Gregg Hornsby; Kim Crafton; Jessica Foster; Joseph Dickey, Elizabeth Black (Attorneys); Lynne Douglas (Secretary)

Guests

Lee Thomas, Tyler Moser (Eagle Aviation)

A. Call to Order and Introductions

1. Determination of a Quorum

Chair Gunn called the meeting to order and determined that a quorum was in attendance.

2. Approve Order and Contents of the Overall Agenda

Commissioner Wellman made a motion to approve the agenda. Commissioner Jones seconded the motion. Motion carried.

B. Consent Agenda

1. Approval of January 13, 2025 Commission Meeting Minutes

Commissioner Bell made a motion to approve the minutes. Commissioner Wellman seconded the motion. Motion carried.

Chair Gunn welcomed Steve Benjamin as our newest Commissioner and said that a formal orientation will be scheduled for him. He thanked Commissioner Fowler for her service on the Commission and expressed that she will be missed.

C. CEO Search Working Session

1. General Update on RFP for Executive Search Firm

Chair Gunn expressed that he would like for this working session to include a robust and open conversation about the search for CAE's next CEO.

Chair Gunn reported that a RFP was issued on January 31 for search firms to submit proposals. The closing date to respond is February 21. He advised that the Commission will be electronically updated on February 21 regarding how many proposals were received.

Chair Gunn proceeded to lead the Commission and staff in a work session to include the following items as listed in the agenda.

2. **Review and Discussion of CEO Search Priorities**
 - a. **Commissioners to share their top 5 priorities for the next CEO**
 - b. **Senior Leadership Team to provide input on important qualities**
 - c. **Establishment of Candidate Evaluation Criteria**
3. **Review and finalize a matrix of weighted criteria**
4. **Outline “must-have” qualifications**
5. **Recommendation to Search Firm for Candidate Recruitment Evaluation and Selection**
 - a. **Outline steps for initial candidate pool review and narrowing**
 - b. **Discuss structured feedback opportunities for Commissioners**
 - c. **Plan for final candidate interviews with full Commission**

6. **Questions and Comments**

Chair Gunn advised that the information gathered in today’s working session will be provided to the selected search firm.

Following the work session, Commissioner Broughton thanked the staff for their work in supporting the Commission. For required meetings of the Commission, she asked if calendar invites could be sent in addition to or in place of emails.

Mr. Hornsby advised that he will send out the January 2025 financial report to the Commission.

Chair Gunn thanked everyone for their time and attention and for the good work that was done in today’s work session. He advised that more updates about the process will be forthcoming.

D. Adjournment

Chair Gunn adjourned the meeting.

Respectfully Submitted,



Lynne Douglas, Commission Secretary